

INFORMATION SERVICES

BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)

I. GENERAL PROGRAM STATEMENT

The Computer Operations budget finances the staff; its associated costs, the hardware and software costs of the day-to-day operation of the county's computer center and wide area network. The center provides a 24-hour-a-day, 7 day-a-week service to county departments and agencies.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	16,456,799	20,759,820	18,457,651	20,177,069
Total Revenue	18,121,601	20,759,820	19,440,566	20,177,069
Revenue Over/(Under) Expense	1,664,802	-	982,915	-
Fixed Assets	761,216	1,771,078	1,123,668	2,879,261
Budgeted Staffing		165.1		154.4
<u>Workload Indicators</u>				
PC Users/E-Mail Customers	13,168	12,500	15,463	14,467
Record Keyed	24,338,418	23,800,000	19,023,588	19,901,199
Dist. Depart. Sys. Sup. Bill. Hrs.	5,977	4,868	10,328	6,868
Telepro. Sup. Billable Hrs.	6,161	7,146	6,117	7,146
Wan Connections	365	363	359	363
CPU Hours	12,788	14,627	18,721	13,630
PC Desktop Billable Hours	16,287	22,629	19,369	22,629

Expenditures are under budget by \$2,302,169 resulting primarily from vacant positions and salary savings throughout the Computer Operations and reduced department expenditures projected for distributed systems. Revenues are under budget by \$1,319,254 reflecting reduce billable resources from vacant positions and reduced direct charge backs in the distributed data process and equipment area.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Overall budgeted staffing decreased by 10.7 positions primarily from reduced usage of PSE positions and workload changes in this budget unit.

These changes include deleting and adding the following positions in order to adjust to workload changes in various areas of the Computer Operations Internal Service Fund.

Deleted positions include 3.0 Computer Operations Specialist positions; 1.0 Systems Development Team Leader; 1.0 Computer Operator III; 1.0 Computer Operator II; 1.0 Secretary I; 2.0 Fiscal Clerk I; 2.0 Teleprocessing Support Specialist; 1.0 IT Technical Assistant; 1.0 IT Account Representative II and 9.0 Public Service Employees and 0.2 for overtime.

Added positions include 1.0 Automated System Analyst II and 1.5 Systems Support Analyst to cover increased workload in Server Management; 1.0 Production Control Supervisor and 1.0 Computer Operation Supervisor to cover staff supervision changes in the Data Center; 1.0 Data Entry Operator II and 1.0 Photographic Lab Tech to cover workload increases in keypunch and microfilm and fiche services; 4.0 Clerk II to convert PSE temp positions to regular positions and 1.0 Clerk III transferred from Network Services (IAM) for workload changes in the administration and fiscal support changes areas.

PROGRAM CHANGES

None.

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GROUP: Administrative/Executive Group
DEPARTMENT: Information Services - Computer Operations
FUND: Internal Service IAJ ALL

FUNCTION: General
ACTIVITY: Computer Oper.

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	7,273,754	9,018,885	9,381,785	216,684	9,598,469
Services and Supplies	11,632,128	11,115,805	11,259,037	(819,452)	10,439,585
Other Charges	16,941	97,849	97,849	(61,403)	36,446
Total Exp Authority	18,922,823	20,232,539	20,738,671	(664,171)	20,074,500
Less:					
Reimbursements	(791,396)	(747,262)	(747,262)	(109,658)	(856,920)
Depreciation	326,224	1,274,543	1,274,543	(315,054)	959,489
Total Operating Expense	18,457,651	20,759,820	21,265,952	(1,088,883)	20,177,069
<u>Revenue</u>					
Current Services	19,440,566	20,759,820	21,014,636	(837,567)	20,177,069
Total Revenue		20,759,820	21,014,636	(837,567)	20,177,069
Revenue Over/(Under) Exp.	982,915	-	(251,316)	251,316	-
<u>Fixed Asset Expense</u>					
Equipment	892,182	1,140,000	1,140,000	1,003,225	2,143,225
Equip/Lease Purchase	231,486	631,078	631,078	104,958	736,036
Total Fixed Assets	1,123,668	1,771,078	1,771,078	1,108,183	2,879,261
Budgeted Staffing		165.1	165.1	(10.7)	154.4

Total Changes in Board Approved Base Budget		
Salaries and Benefits	362,900	MOU and retirement increases.
Services and Supplies	143,232	Inflation.
Subtotal Base Year Operating Exp	506,132	
Current Services	254,816	Cost difference to be within current revenue projections.
Subtotal Base Year Revenue	254,816	
Subtotal Base Year Rev Over/(Under)	(251,316)	
Total Operating Expense Change	506,132	
Total Revenue Change	254,816	
Total Revenue Over/(Under) Expense	(251,316)	
Total 2001-02 Operating Expense	20,759,820	
Total 2001-02 Revenue	20,759,820	
Total 2001-02 Revenue Over/(Under)	-	
Total Base Budget Operating Expense	21,265,952	
Total Base Budget Revenue	21,014,636	
Total Base Budget Rev Over/(Under) Exp	(251,316)	

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Board Approved Changes to Base Budget

Salaries and Benefits	<u>216,684</u>	Net increase to reflect staffing changes and projected usage for overtime, standby, and step advances.
Services and Supplies		
Computer Software Expense	(464,225)	Decreased to reflect current installed products & projected costs.
Inventoriable Equipment	(44,489)	Decreased reflecting less equipment needs for 2003.
Training	185,848	Increase for additional staff training to stay current with technology.
COWCAP	50,285	Increased per published plan.
Distributed Dp Equipment	(100,844)	Decreased to reflect current projection.
Other Professional & Special Services	(232,197)	Decreased in professional services requirements.
General Maintenance-Equipment	278,048	Increased equipment coming off warranty and mainframe purchase.
Rents & Leases-Equipment	(491,878)	Decreased to reflect purchase of mainframe computer & other lease changes in prior year.
	<u>(819,452)</u>	
Central Computers	<u>(61,403)</u>	Fully paid off lease purchase loans.
Total Exp Authority	<u>(664,171)</u>	
Reimbursements	(109,658)	Increase to reflect current administrative cost allocation transfers.
Depreciation	(315,054)	Decreased for fully depreciated equipment.
Total Operating Expense	<u>(1,088,883)</u>	
Revenues	<u>(837,567)</u>	Decreased to reflect current revenue projections.
Revenue Over/(Under) Exp	<u>251,316</u>	
Fixed Assets Expense		
Equipment	1,003,225	Purchase of PC servers, disk storage equipment, printers, and network equipment.
Lease Purchase Equipment	104,958	Ongoing lease purchase loans.
	<u>1,108,183</u>	